Corporation for National and Community Service Policies and Procedures

Effective Date: July 5, 2011

Policy Number: CPO-2010-03-2011-1

Avenue N.W., Washington DC 20525.

Revision Number: 1

Su	bject: Transparency in Grant Application Reviews
1.	<u>Purpose</u> : This document describes the policy and procedures CNCS employs to ensure the transparency in the grant application review process.
2.	Who is Covered: All CNCS competitive grantmaking programs.
3.	Policies Cancelled: NA.
4.	Originating Office: Office of the Chief of Program Operations.
Ap	oproved By:
Ch If y 606	mes Siegal hief of Staff ou need this document in an alternative format, please contact the Administrative Services Help Desk at 202- 6-7504 (voice) or 202/606-3472 (TTY). You may also send an email to ashelp@cns.gov or write: Corporation for ional and Community Service, Office of Administrative and Management Services, 1201 New York

Corporation for National and Community Service Policy on Transparency in Grant Application Reviews

What is the purpose of this policy?

The Corporation for National and Community Service (CNCS) is committed to open government. The purpose of this policy is to ensure that CNCS staff conduct grant application reviews with transparency, while ensuring privacy protection and other considerations necessary to preserve a fair and open grantmaking process.

The policy establishes a consistent list of documents related to the grant application reviews that will be made available to the public for every grant competition conducted by CNCS. The policy includes a timeline for making these documents available to the public. CNCS may also choose to make additional documents available to the public relating to any grant application review.

What awarding instruments are covered by this policy?

This policy applies to all CNCS grant competitions for which the application review includes external peer review, staff review, or both, and that result in new or recompeting grant awards including cooperative agreements.

What awarding instruments are not covered by this policy?

This policy does not apply to continuation awards, non-competitive grants and awards including VISTA cost-share awards, memoranda of understanding or agreement, NCCC sponsor agreements or contracts.

What documents will be made public and when will these documents be published?

The following chart lists the documents that will be made public and when they will be published.

What	Definition	When/Where
Annual calendar of grant competitions.	List of anticipated review and selection dates for all CNCS competitions for each fiscal year. Continuing resolutions and availability of funds may affect actual dates.	Via e-mail memo, listserv, and web posting; annually.
Agency-wide description of review and selection process.	Overview of the review and selection process.	In the Notice of Federal Funding Opportunity or Availability (Notice).
Selection criteria, funding priorities and considerations, and selection factors used for portfolio balancing.	The criteria against which internal and/or external reviewers will assess applications.	In the Notice
Blank external review templates when applicable.	Worksheets used to assess applications	Via web posting; as soon as practicable but no later than 90 business days after all grants are awarded.

What	Definition	When/Where
List of compliant applications submitted.	Names of organizations submitting applications, including sub-applicants (if applicable) and program names.	Via web posting; as soon as practicable but no later than 90 business days after all grants are awarded.
Executive summaries of all compliant applications.	Executive summary prepared by the applicant as part of the application.	
Names of external peer reviewers who completed the review process.		
Copies of successful applications.	Copies of the SF424 Facesheet and program narrative submitted by applicants.	
Results of review for successful applicants.	Summary external reviewer comments when applicable.	

What documents will not be made public and why?

CNCS reserves the right not to release documents and information that would pose a threat to an individual's privacy, as well as pre-decisional, deliberative documents, and information that CNCS concludes would cause a foreseeable harm to the integrity and strength of future grant competitions. Among other items, CNCS will not release staff review forms, internal review comments, external review comments except in summary form, ratings, rankings, and full grant applications. Information on non-compliant applications will not be released.

In addition, CNCS reserves the right to delay publication of items described in this policy based on the availability of resources.

Who is responsible for publishing grant application review materials?

The Office of Grants Policy and Operations will produce an agency-wide Description of the Grant Review Process that will be revised annually.

The program office responsible for each grant competition is also responsible for working with the Office of Grants Policy and Operations, the Office of Information Technology, and the External Affairs New Media Team to publish the *Notice* and the grant application review documentation for their grant competitions as described in this policy.

Where will the review material be posted?

Notices are published on the appropriate program page on www.nationalservice.gov. All other grant competition review material is published on the CNCS Open Government page. (http://nationalservice.gov/about/open/grants.asp) and linked to the appropriate program web page.

How long will the review material be posted on the website?

Information on each competition will be posted on the website for a period of one year, at which time the information will be archived for a period of three years.

What is the communication plan related to this policy?

The Policy Coordinator will inform all CNCS staff when this policy is posted on the Intranet and on the public web site. The Office of Grants Policy and Operations will review this policy and its implementation through the Grant Application Review Process Liaison Committee.

What is the training plan related to this policy?

The Office of Grants Policy and Operations will conduct a webinar to train all program staff on this policy and procedure.